Chapter 4 Documents

OABC   Order by Agency And Buyer Code

```
ENTER FUNCTION: ........... TRANS:  OABC
                                                       DATE:
ORDERS BY PURCHASING AGENCY AND BUYER CODE TABLE       TIME:
KEY IS AGENCY NUMBER, BUYER CODE AND ORDER NUMBER      TERM:

AGENCY........: ......  :
BUYER CODE....: ...     :

          ORDER                        TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose   The purpose of the Order by Agency and Buyer Code table is to provide the user with a list
                        of orders and their titles for the agency and buyer code specified. Access is granted only to
                        those orders for which the user has security access.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                        12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency	6	Unprotected. Key. If left blank the system will start the order list with the first agency in the database. If specified the system will return the list for the agency specified.
Agency	35	Protected. Displays the title of the Agency as contained in the AGCY Table.
Buyer Code	3	Unprotected. Key. If left blank the system will start the order list with the first buyer for the agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. Displays the name of the buyer as provided in the Agency Buyer table.
Order	10	Unprotected. Key. If left blank the system will start the order list with the first order for the agency and buyer specified. If input the system will return the list starting at the order specified.
Title	40	Protected. The title of the order as provided from the Order table.

OABT   **Order Number by Agency Bill To Table**

```
ENTER FUNCTION: ........... TRANS:  OABT
                                                       DATE:
ORDER NUMBER BY AGENCY BILL TO TABLE                   TIME:
KEY IS BILL TO AGENCY, SUB AGENCY, VENDOR NUMBER       TERM:
AND ORDER NUMBER

BILL TO AGENCY NO..: ...... :
BILL TO SUB AGENCY.: ...... :
VENDOR NUMBER......: ......... .. :

                   ORDER                   ORDER      ORDER   ISSUE
ORDER #            TITLE                    AMOUNT     STATUS  DATE

..........
..........
..........
..........
..........
..........
..........
..........
..........
```

Purpose   The purpose of the Order Number by Agency Bill To Table is to provide the user with the
                         ability to inquire by bill to agency/bill to sub agency and vendor number to view the order.

**Screen
Characteristics**   Inquire Order Number by Agency Bill To Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                         12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Bill to Agency No	6	Unprotected. Required. The agency number of the bill to agency of the order.
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Bill to Sub Agency No	6	Unprotected. Required. The sub agency number of the bill to agency of the order.
Agency Title	30	Protected. Inferred title of the sub-agency from the AADR table.
Vendor Number	11	Unprotected. Required. The vendor number from the order record.
Vendor Name	30	Protected. Inferred name of the vendor from the VEND table.
Order Number	10	Unprotected. The order number of the bill to agency. If left blank the system will return with the first order number for the bill to agency number specified.
Order Title	35	Protected. Inferred title line 1 from the order record.
Order Amount	9.2	Protected. The total amount of the all the lines of this order that for this bill to agency.
Order Status	3	Protected. The status of the order header. Status must be 441/451 - 494 to be displayed.
Issue Date	8	Protected. The date the order was printed (441/451 status).

OACG   Order Accounting Distribution Table

```
ENTER FUNCTION: ........... TRANS:  OACG
                                                          DATE:
ORDER ACCOUNTING DISTRIBUTION TABLE                       TIME:
KEY IS ORDER NUMBER AND ACCOUNT DIST NUMBER               TERM:

ORDER NUMBER........: .......... :
ACCOUNT DIST NUMBER.: ..      FY.:
PAYING AGENCY.......: ......      :
STATUS CODE.........: .          :
STATUS CHANGE DATE..:            DT SENT TO ACTG:         AT.:
ACTION CODE.........: .          :
AMOUNT.: ............  FROM LINE: .....  TO LINE: .....
CHG ENC....:               NET ENC....:             AWARDED:
LABEL #1   :                   LABEL #2   :
LABEL #3   :                   LABEL #4   :
LABEL #5   :                   LABEL #6   :
LABEL #7   :                   REASON CODES
LABEL #8   :                   1 :        :
LABEL #9   :                   2 :        :
LABEL #10  :                   3 :        :
                               4 :        :
USERID LAST CHANGE..:          DATE LAST CHANGED..:
```

Purpose   The purpose of the Order Accounting Distribution Table is to provide the ability to add, change, delete or inquire an accounting distribution record. This record provides the interface with the accounting system to allow for encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.

**Screen
Characteristics**   Add, Change, Delete and Inquire OACG Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

                        3.1 Add Order Accounting Distribution Table
                        3.2 Change Order Accounting Distribution Table
                        3.3 Delete Order Accounting Distribution Table
                        3.4 Inquire Order Accounting Distribution Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. The order number for which the accounting record is to be added or deleted.
Order Title	40	Protected. The title of the order number input as provided from the ORDR Table.
Account Dist Number	2	Unprotected. Key. Required. A sequential number as specified by the user to indicate a line of accounting distribution.
FY	2	Protected. Displayed fiscal year of the entered order number.
Paying Agency	6	Unprotected. Required. Indicates the agency number to be used as the "paying agency" for encumbrance processing to accounting. If left blank, will default requisitioning agency from the ORDR Table.
Paying Agency Title	35	Protected. The title of the agency number input as provided from the AGCY Table.
Status Code	1	Unprotected. Required. A status code of 0 is used to add a new record. When satisfied with the record it can be changed to 1 for processing to accounting. Other status codes are generally generated by the system as a result of processing. System edits prevent status code 1 on multiple records for the same accounting line for the same requisition simultaneously.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table RG (Accounting Status Code).
Status Change Date	8	Protected. The date the status code was last changed,
Dt Sent To Actg	8	Protected. Date this record was processed to accounting.
At (Accounting Sys)	5	Protected. Maintained by the system. Identifies the accounting system (AFS) that the record was last in interface with.

Field Completion

Field	Size	Description
Action Code	1	Protected. The action code of the accounting record from BTAB Table AC (Action Code).
Action Code Title	30	Protected. An interpretation of the action code from BTAB Table AC.
Amount	9.2	Unprotected. System will default to total estimated amount for From/To line range.
From Line	5	Unprotected. Required for line accounting distribution. User will input the beginning order line number.
To Line	5	Unprotected. Required for line accounting distribution. User will input the ending order line number.
Chg Enc	(s)9.2	Protected. Line amount of OCAC change displayed on the base record OACG (Change Number = '00') when a change is processed.
Net Enc	(s)9.2	Protected. Calculated by the system; Original Amount + Change Amount.
Awarded	(s)9.2	Protected. Inferred amount approved for payment against a blanket order.
Actg Dist Fld Labels	10x10	Protected. Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the RACG record. If Key is not found, the labels will default to 'CNTRL' format of BLBL Table.
Dist Data Entry Fld 1-8	8x8	Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label.
Dist Data Entry Fld 9	15	Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label.
Dist Data Entry Fld 10	20	Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label.
Reason Codes 1-4	4x6	Protected. Maintained by the system. If interface with accounting results in 'failed accounting process', the reason codes for failure are displayed.
Reason Code Title	4x30	Protected. Interpreted title of the reason code from BTAB Table RE (Reason Code).
User Id Last Change	8	Protected. The USERID of the person making the last change to the record.

Field Completion

Field	Size	Description
Date Last Changed	8	Protected. The date the last change was made.

OAC2   Order Accounting Distribution Table # 2

```
ENTER FUNCTION: ........... TRANS:  OAC2
                                                                DATE:
ORDER ACCOUNTING DISTRIBUTION TABLE # 2                         TIME:
KEY IS ORDER NUMBER AND ACCOUNT DIST NUMBER                     TERM:

ORDER NUMBER........: .......... :
ACCOUNT DIST NUMBER.: ..

            AGENCY                              CENTRAL
LABEL #1   :                        LABEL #1   :
LABEL #2   :                        LABEL #2   :
LABEL #3   :                        LABEL #3   :
LABEL #4   :                        LABEL #4   :
LABEL #5   :                        LABEL #5   :
LABEL #6   :                        LABEL #6   :
LABEL #7   :                        LABEL #7   :
LABEL #8   :                        LABEL #8   :
LABEL #9   :                        LABEL #9   :
LABEL #10  :                        LABEL #10  :
LINE AMT:                CHG ENC....:              NET ENC....:
```

Purpose   The purpose of the Order Accounting Distribution Table # 2 is to provide an inquiry screen
                     for the user with a detail record of an OACG record with corresponding cross-walk to Central
                     Accounting codes. This is an inquiry screen only.

Screen
Characteristics Inquire Order Accounting Distribution Table

Procedure
Cross-Reference Chapter 2 Order Processing,

                     12.1 How To Inquire Order Records

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If left blank, will display the order number of the first record in the OACG Table.
Order Title 1	40	Protected. Inferred title line 1 of the referenced order number.
Account Dist Number	2	Unprotected. Key. If left blank, will display the accounting line number of the first record in the OACG Table for the referenced order number.
Agency (Field Labels)	10x10	Protected. Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record.
Agency (Acct Dist Field Data (Fields 1-8))	8x8	Protected. Inferred field data from the inquired OACG Table record.
Agency (Acct Dist Field Data (Field 9))	15	Protected. Inferred field data from the inquired OACG Table record.
Agency (Acct Dist Field Data (Field 10))	20	Protected. Inferred field data from the inquired OACG Table record.
Central (Field Labels)	10x10	Protected. Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record.
Central (Acct Dist Field Data (Fields 1-8))	8x8	Protected. Inferred field data from the inquired OACG Table record's related XWLK Table matching record.
Central (Acct Dist Field Data (Field 9))	15	Protected. Inferred field data from the inquire d OACG Table record's related XWLK Table matching record.
Central (Acct Dist Field Data (Field 10))	20	Protected. Inferred field data from the inquired OACG Table record's related XWLK Table matching record.

Field Completion

Field	Size	Description
Line Amt	9.2	Protected. Inferred line amount of the inquired OACG Table record.
Chg Enc	9.2	Protected. Inferred changed line amount of the inquired OACG Table record. If applicable, display only of base accounting line (Change Number = 00); Sum of all changes to encumbrance amount for that base accounting distribution record.
Net Enc	9.2	Protected. Inferred net line amount (line amount + change encumbrance) of the inquired OACG Table record. If applicable, display only of base accounting line (Change Number = 00).

OANO   Order By Agency Number

```
ENTER FUNCTION: ........... TRANS:  OANO
                                                           DATE:
ORDERS BY REQUISITIONING AGENCY NUMBER TABLE               TIME:
KEY IS AGENCY NUMBER AND ORDER NUMBER                      TERM:

AGENCY NUMBER.....: ...... :

 ORDER       TYPE                      TITLE                STAT CHG DATE
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
```

Purpose   The purpose of the Order by Agency Number table is to provide the user with a list of orders
                       and their titles for the agency specified. Access is granted only to those orders for which the
                       user has security access.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. May be blank. Specifies the ordering agency for which a list is to be generated. If left blank, the system will start with the first agency number in the database.
Agency Title	35	Protected. The title of the ordering agency as contained in the AGCY Table.
Order	10	Unprotected. Key. If left blank the system will start the order list with the first order for the ordering agency specified. If input the system will return the list starting at the number specified.
Type	3	Protected. Inferred order document type of listed order.
Title	40	Protected. The title of the order as provided from the Order table.
Stat	3	Protected. Inferred order status from the Order Table for the listed order.
Chg Date	8	Protected. Inferred date order status last changed.

OAPY   **Order By Autobatch Indicator Screen**

```
ENTER FUNCTION: ........... TRANS:  OAPY
                                                     DATE:
ORDER BY AUTOBATCH PAY INDICATOR SCREEN         TIME:
KEY IS PAYING AGENCY, AUTOBATCH PAY IND,        TERM:
     CREATE DATE AND ORDER NUMBER

PAYING AGENCY     : ... :
AUTOBATCH PAY IND.: .

CREATE DATE     ORDER#     ORDER TITLE                   STATUS
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
  ..........    ..........
```

Purpose   The purpose of the Order by Autobatch Indicator Screen is to provide the user with a list of
                         orders that have been set up with automatic batch payments.

**Screen
Characteristics**   Inquire ORDR Table

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                         12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Paying Agency	3	Unprotected. Key. If left blank the system will start the order list with the first 3 position agency in the database. If specified the system will return the list for the agency specified.
Agency Title	35	Protected. Displays the title of the Agency as contained in the AGCY Table.
Autobatch Pay Ind	1	Unprotected. Key. If left blank the system will start the list with 'N', which are orders that are not autobatch. If 'Y' is input, the system will return the list of orders that have been set up as autobatch for the agency specified.
Create Date	10	Unprotected. Key. Used to indicate the date the order was created. If left blank on inquiry, system will return with the first date in the system for the specified paying agency and autobatch pay indicator. Format is CCYY MM DD.
Order #	10	Unprotected. Key. If left blank on inquiry, system will return the first order number in the database for the specified paying agency, autobatch pay indicator and create date.
Order Title	35	Protected. The title of the order as provided from the ORDR table.
Status	3	Protected. The Status Code for the specified order from the ORDR table.

OARN   Order By Agency Requisition Number

```
ENTER FUNCTION: ........... TRANS:  OARN
                                                         DATE:
ORDERS BY AGENCY REQUISITION NUMBER TABLE                TIME:
KEY IS AGENCY NUMBER, AGENCY REQ NUMBER AND ORDER NUMBER  TERM:

AGENCY NUMBER.....: ...... :
AGENCY REQ NUMBER.: ..........

          ORDER                        TITLE
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
```

Purpose   The purpose of the Order by Agency Requisition Number table is to provide the user with a list of order numbers for any agency number and agency requisition number. Access is granted only to those orders for which the user has security access.

Screen
Characteristics   Inquire ORDR Table.

Procedure
Cross-Reference   Chapter 2 Order Processing,

                        12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. If left blank the system will generate the order list starting with the first ordering agency in the database. If specified the system will return the list for the agency specified.
Agency Number Title	35	Protected. The title of the ordering agency as contained in the AGCY Table.
Agency Req Number	10	Unprotected. Key. If left blank the system will Number start with the first agency requisition number for the specified agency. If specified the system will return the list for the agency requisition number specified.
Order	10	Unprotected. Key. If left blank the system will start with the first order number for the agency and agency requisition number specified. If input the system will return the list starting at the order number specified.
Title	40	Protected. The title of the order as provided from the Order table.

OASH   **Order Number by Agency Ship To Table**

```
ENTER FUNCTION: ........... TRANS:  OASH
                                                         DATE:
ORDER NUMBER BY AGENCY SHIP TO TABLE                     TIME:
KEY IS SHIP TO AGENCY, SUB AGENCY, VENDOR NUMBER         TERM:
AND ORDER NUMBER
SHIP TO AGENCY NO..: ...... :
SHIP TO SUB AGENCY.: ...... :
VENDOR NUMBER......: ......... .. :


                  ORDER                    ORDER     ORDER   ISSUE
ORDER #           TITLE                    AMOUNT    STATUS  DATE

..........
..........
..........
..........
..........
..........
..........
..........
..........
```

Purpose   The purpose of the Order Number by Agency Ship To Table is to provide the user with the
                           ability to inquire by ship to agency/ship to sub agency and vendor number to view the order.

**Screen
Characteristics**   Inquire Order Number by Agency Ship To Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                           12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Ship to Agency No	6	Unprotected. Required. The agency number of the ship to agency of the order
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Ship to Sub Agency No	6	Unprotected. Required. The sub agency number of the ship to agency of the order.
Agency Title	30	Protected. Inferred title of the sub-agency from the AADR table.
Vendor Number	11	Unprotected. Required. The vendor number from the order record.
Vendor Name	30	Protected. Inferred name of the vendor from the VEND table.
Order Number	10	Unprotected. The order number of the ship to agency requested. If left blank the system will return with the first order number for the ship to agency number specified.
Order Title	35	Protected. Inferred title line 1 from the order record.
Order Amount	9.2	Protected. The total amount of the all the lines of this order that for this ship to agency.
Order Status	3	Protected. The status of the order header. Status must be 441/451 - 494 to be displayed.
Issue Date	8	Protected. The date the order was printed (441/451 status).

OAST   Orders By Agency And Status Code

```
ENTER FUNCTION: ........... TRANS:  OAST
                                                        DATE:
ORDERS BY REQUISITION AGENCY AND STATUS CODE            TIME:
KEY IS REQ AGENCY, STATUS CODE, AND ORDER NUMBER        TERM:

 REQ AGENCY.............: ...... :
 ORDER STATUS...........: ...    :


  ORDER
 NUMBER        ORDER TITLE                        CONTACT/PHONE
..........
                                                    -     -
..........
                                                    -     -
..........
                                                    -     -
..........
                                                    -     -
..........
                                                    -     -
```

Purpose   The purpose of the Orders by Agency and Status Code table is to provide the user with a list of orders and their titles, status codes, for the requisitioning agency and status code specified. Access is granted only to those orders for which the user has security access.

Screen Characteristics   Inquire ORDR Table.

Procedure Cross-Reference   Chapter 2 Order Processing,

12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Req Agency	6	Unprotected. Key. If left blank the system will generate the requisition list starting with the first requisitioning agency in the database. If specified the system will return the list for the agency specified.
Req Agency Title	40	Protected. The title of the requisitioning agency.
Status Code	3	Unprotected. Key. If left blank the system will start the requisition list with the lowest status code for the requisitioning agency specified. If input the system will return the list starting at the status code specified.
Status Code Title	30	Protected. Interpretation of the listed status code from BTAB Table SO (Order Status).
Order Number	10	Unprotected. Key. If left blank the system will start the list with the first order number for the requisitioning agency and status code specified. If input the system will return the list starting at the order number specified.
Order Title	30	Protected. The first 30 positions of order title lines 1 & 2 inferred from the ORDR Table for the listed order number.
Contact	25	Protected. Inferred order delivery point of contact from the ORDR Table for the listed order number.
Phone	14	Protected. Inferred order delivery point of contact phone number from the ORDR Table for the listed order number.

OBST Orders By Purchasing Agency, Buyer And Status Code

```
 ENTER FUNCTION: ........... TRANS:  OBST
                                                        DATE:
 ORDERS BY PURCHASING AGENCY, BUYER AND STATUS CODE TABLE    TIME:
 KEY IS PURCHASING AGENCY NUMBER, BUYER CODE, STATUS CODE    TERM:
 AND ORDER NUMBER
 PURCHASING AGENCY....: ...... :
 BUYER CODE...........: ...    :

 STATUS     ORDER    FILE NO      PARTIAL TITLE           CHANGE DATE
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
   ...    ..........
```

Purpose The purpose of the Orders by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of orders and their titles, status codes, and change dates for the purchasing agency, buyer code, and status code specified. Access is granted only to those orders for which the user has security access.

Screen Characteristics Inquire ORDR Table.

Procedure Cross-Reference Chapter 2 Order Processing,

12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Purchasing Agency	6	Unprotected. Key. If left blank the system will start the order list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. The title of the purchasing agency as contained in the AGCY Table .
Buyer Code	3	Unprotected. Key. If left blank the system will start the order list with the first buyer for the purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. The name of the buyer as provided in the Agency Buyer table.
Status	3	Unprotected. Key. If left blank the system will start the order list with the smallest status code for the purchasing agency and buyer code specified. If input the system will return the list starting at the status code specified.
Order	10	Unprotected. Key. If left blank the system will start the list with the first order number for the status code, buyer code, and agency specified. If input the system will return the list starting at the order number specified.
File Number	8	Protected. Displays only if a requisition having a State Purchasing file number is associated with the purchase order.
Partial Title	35	Protected. The first 35 characters of the title of the order as provided from the Order table.
Change Date	8	Protected. The date the order was last changed.

OCMM   Order By Commodity Code

```
ENTER FUNCTION: ........... TRANS:  OCMM
                                                          DATE:
ORDERS BY COMMODITY NUMBER TABLE                          TIME:
KEY IS COMMODITY NUMBER, ORDER NUMBER AND ORDER LINE NUMBER   TERM:

COMMODITY NUMBER.: ... .. ......
DESCRIPTION......:

          ORDER        LINE     QUANTITY     UNIT       UNIT PRICE
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
        ..........     .....
```

Purpose   The purpose of the Order by Commodity Number table is to provide the user with a list of
                       orders for the commodity specified. Displayed are the line numbers, quantities, units of
                       measure, and unit prices of the commodity for each order listed.

Screen
Characteristics   Inquire OLIN Table.

Procedure
Cross-Reference   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. If left blank the system will start with the first commodity number in the database. If input the system will return the order list for the commodity number specified.
Commodity Description	40	Protected. The first line of description from the Commodity Specification Text file.
Order	10	Unprotected. Key. If left blank the system will start the order list with the first order for the commodity specified. If input the system will return the list starting at the order specified.
Line	5	Unprotected. Key. If left blank the system will start the order list with the first line number for the commodity and order specified. If input the system will return the list starting at the line number specified.
Quantity	6.3	Protected. The 'From' quantity as specified in the order line.
Unit	5	Protected. The unit of measure as specified in the order line.
Unit Price	7.5	Protected. The awarded unit price as provided from the order line.

OCPY   Order Copy Screen

```
ENTER FUNCTION: ........... TRANS:  OCPY
 ODER NO: ..........   :                             DATE:
    STATUS: ...  DOC TYPE:      FY: ..  PER PAY:   FY ROLL:   TIME:
    VENDOR:          :                                        TERM:
REQ AGENCY:            PURCH AGCY:         BUYER:      CONTRACT:
DISC%-DAYS:      -      DAYS ARO:     WEEKS ARO:      T-NUMBER:
   BILL-TO:      -       SHIP-TO:        -                  REF #:
QUOTE DATE:        DATE CREATED:        PRINT:   CONFIRM:    ACCT RQD:
COPIED ORD#:         ORDER AMT:                # ITEMS:      WHIM:
CONTACT...:                        PH:                W/H CODE:
------------------------- COMMODITY LINE SCROLL: . -------------------------
LINE:      STAT:    COMM:           INV ITEM#:     FILL/KILL   NO-COST:
    QTY:             U/M:       PRICE:              AMOUNT:
    KLIN:      CAT#:           CAT$:                DISC %:
    DESC1:                                      SHIP-TO:
    DESC2:                                    PER PAY AMT:
------------------------ ACCOUNTING DIST SCROLL: . -------------------------
ACCT DIST:    STATUS:  FR/TO :      /      AGENCY :      AMT:
              :                     :                    :
              :                     :                    :
              :                     :                    :
              :                              AT ACCOUNTING:
```

Purpose   The purpose of the Order Copy Screen is to provide the user with the capability to copy prior order information. Security is based on the requisition and purchasing agencies and access will be granted to those users with proper security. Access will be granted to those users with proper security.

Screen
Characteristics   Change and Inquire Order Copy Screen.

Procedure
Cross-Reference   Chapter 2 Order Processing;

                      1.5 Add Fast Order Entry Record(s)
                      1.6 Change Fast Order Entry Record(s)
                      1.7 Inquire Fast Order Entry Record(s)

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required. If coping a prior order then the number must be entered. If left blank on inquiry, the system will return the first order number in the database.
Order Title	35	Protected. Inferred order title line 1 from the Order Table.
Status	3	Unprotected. Required if order is being copied. 415 is the only status code that can be used on this screen.
Doc Type	3	Protected. This is the document type assigned to this order.
FY	2	Unprotected. Indicates the budget fiscal year for the new order created from the copy process.
Per Pay	1	Protected. Indicates if order is set up for periodic payments.
FY Roll	1	Protected. Indicates if the accounting distribution is to be rolled to the next FY.
Vendor	11	Protected. The vendor to which the order was awarded.
Vendor Name	30	Protected. The vendor name as provided from the VEND Table.
Req Agency	6	Protected. This is the number of the originating agency for this order.
Purch Agcy	6	Protected. This is the agency tasked with making the purchase.
Buyer	3	Protected. This is the code assigned to the buyer for the purchasing agency.
Contract	10	Protected. The number of the contract, if applicable.
Disc%	2.2	Protected. Indicates any pre-negotiated prompt payment discount.
Days	3	Protected. The agreed upon period of time to exercise the prompt payment discount.

Field Completion

Field	Size	Description
Days ARO	3	Protected. Reflects the number of "days after receipt of the order" (ARO) that the user requires the that the vendor ship the goods.
Weeks ARO	3	Protected. Reflects the number of "weeks after receipt of the order" that the user requires the items to be shipped.
T-Number	5	Protected. The T-Number of the contract number, if applicable.
Bill-To (Agency)	6	Protected. The agency that will be billed for the amount of the order.
Bill-To (Sub-Agency)	6	Protected. The address code for Bill To agency specified above.
Ship-To (Agency)	6	Protected. The agency which will receive shipment of the order.
Ship-To (Sub-Agency)	6	Protected. The sub-agency which will receive shipment of the order.
Ref #	10	Protected. The agency reference number assigned to identify this requirement.
Quote Date	6	Protected. Indicates the date that the quoted price was received from the vendor.
Date Created	6	Protected. Indicates the date the order was created.
Print	1	Protected. Indicates if the order is to be printed.
Confirm	1	Protected. Indicates if the order is a confirming order.
Copied ORD#	10	Protected. Indicates the new order number created by the copy process.
Acct Rqd	1	Protected. Indicates if the order is required to be encumbered in accounting.
Order Amt	9.2	Protected. Represents the cumulative total of all lines associated with this order.
# Items	5	Protected. Indicates the number of order line item records that exist for this order.
Whim	1	Protected. Indicates if this record require an approval not covered by any prior approval.
Contact	30	Protected. Indicates the name of contact person for the order.
Ph	3/3/4/4	Protected. Indicates the phone number of the contact person.

Field Completion

Field	Size	Description
W/H Code	4	Protected. Indicates the warehouse code location of the item in inventory.
COMMODITY LINE:		
Scroll	1	Protected. Displays the scroll action code.
Line	5	Protected. Displays the order line number.
Stat	3	Protected. Displays the status code of the order line.
Comm (3/2/6)	11	Protected. Displays the class, sub-class, and item number of the commodity from the specified line number.
Inv Item#	3	Protected. Indicates the inventory item number for the commodity being purchased from inventory.
Fill/Kill	1	Protected. Indicates if the item should be put on back-order from inventory (if not in stock in inventory) or if the requirement should be killed.
No Cost	1	Protected. Display of OLIN no cost indicator. Used to indicate if commodity purchased is no cost.
Qty	6.3	Protected. Displays the 'From' quantity of the order line.
Unit	5	Protected. Displays the unit of measure from the order line.
Price	7.5	Protected. Displays the unit price from the order line.
Amount	9.2	Protected. Displays the total amount of the line.
KLIN (Contract Line)	5	Protected. Displays the contract line for the commodity on contract.
Cat#	10	Protected. The catalog number of the commodity line, if applicable.
Cat$	7.5	Protected. The catalog price of the commodity line, if applicable.
Disc %	3.2	Protected. The amount of the discount off catalog expressed as a percent.
Desc1	40	Protected. The first line of the commodity description from OMOD if present.
Ship-To (Agency)	6	Protected. The delivery agency to which the item will be shipped.
Ship-To (Sub-Agency)	6	Protected. The delivery agency address to which the item will be shipped.

Field Completion

Field	Size	Description
Desc2	40	Protected. The second line of the commodity description from OMOD if present.
Per Pay Amt	9.2	Protected. Indicates the amount of the order line to be processed for periodic payment.

NOTE: If description is entered on description lines 1 or 1 and 2, an OMOD record will be created with only those lines of text present. If function is CHANGE and an OMOD already exists, it will be replaced with entered description of one or two lines.

ACCOUNTING LINE:

Scroll	1	Protected. Displays the scroll action code.
Acct Dist	2	Protected. Indicates a line of accounting distribution.
Status	1	Protected. Displays the status code of the accounting line.
Fr/To	5/5	Protected. Indicates the 'beginning' and 'ending' order item numbers included in the accounting distribution line.
Agency	6	Protected. Indicates the agency number used as the "paying agency" for encumbrance processing to accounting.
Amt	9.2	Protected. Indicates the total estimated amount for From/To line range.
Actg Dist Fld Labels (1-10)	10x10	Protected. Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record.
Actg Dist Fields 1-8	8x8	Protected. Inferred field data from the inquired OACG Table record.
Actg Dist Field 9	15	Protected. Inferred field data from the inquired OACG Table record.
Actg Dist Field 10	20	Protected. Inferred field data from the inquired OACG Table record.
At Accounting	5	Protected. Identifies the accounting system (AFS) that the record was last in interface with.

ODAN   Order By Document Type and Requisition Agency Number

```
ENTER FUNCTION: ........... TRANS:  ODAN
                                                          DATE:
ORDERS BY DOCUMENT TYPE AND REQUISITION AGENCY NUMBER        TIME:
KEY IS DOCUMENT TYPE, REQUISITION AGENCY AND ORDER NUMBER    TERM:

DOCUMENT TYPE.......:         :
REQUISITION AGENCY..:......  :

  ORDER    S/C            VENDOR NAME            NET ORDR AMT   OPEN BAL AMT

..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
```

Purpose   The purpose of the Order by Document Type and Requisition Agency Table is to provide the user the capability to inquire an order by document type and requisition agency. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire Order Header Table

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                     12.1 How To Inquire Order Records

Field Completion

Field	Size	Description
Document Type	3	Unprotected. Key. If left blank on inquiry, system will return with the first document type in the database.
Document Type Title	35	Protected. Interpretation of document type from BTAB Table DT (Document Type).
Requisition Agency	6	Unprotected. Key. If left blank on inquiry, the system will start the order list with the first Requisitioning agency for the input document type. If input the system will return the list for the agency specified.
Requisition Agency Title	35	Protected. The title of the Requisition Agency from the AGCY table.
Order Number	10	Unprotected. Key. If left blank on inquiry, system will return the first order number in the database for the specified document type and requisitioning agency.
S/C (Status Code)	3	Protected. The Status Code for the specified order from the ORDR table.
Vendor Name	30	Protected. Display of the vendor name from the VEND record.
Net ORDR Amt	9.2	Protected. Display of the Net Order Amount of the order from the ORDR record.
Open Bal Amt	9.2	Protected. Display of the Open Balance Amount of the order from the ORDR record.

ODOT   **Order By Purchase Agency, Document Type and Award Date**

```
ENTER FUNCTION: .......... TRANS:  ODOT
                                                            DATE:
ORDERS BY PURCHASE AGENCY, DOCUMENT TYPE AND AWARD DATE      TIME:
KEY IS PURCHASE AGENCY, DOCUMENT TYPE, AWARD DATE AND        TERM:
ORDER NUMBER
PURCHASE AGENCY...: ...... :
DOCUMENT TYPE.....: ...    :
AWARD-DATE........:..........

ORDER      SL  AW BYR  AWARD      REQ
NUMBER     CD  CD CD   AMOUNT     NUMBER      PARTIAL TITLE

..........
..........
..........
..........
..........
..........
..........
..........
..........
```

Purpose   The purpose of the Order by Purchase Agency, Document Type and Award Date Table is to provide the user the capability to inquire order records by purchasing agency, document type and award date. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire Order Header Table

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                     12.1 How To Inquire Order Records

Field Completion

Field	Size	Description
Purchase Agency	6	Unprotected. Key. If left blank on inquiry, the system will start the order list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchase Agency Title	35	Protected. The title of the Purchasing Agency.
Document Type	3	Unprotected. Key. If left blank on inquiry, system will return with the first document type in the database for the specified purchasing agency.
Document Type Title	35	Protected. Interpretation of document type from BTAB Table DT (Document Type).
Award Date	10	Unprotected. Key. Used to indicate the date the order was awarded. If left blank on inquiry, system will return with the first date in the system for the specified purchasing agency and document type. Format is CCYY MM DD.
Order Number	10	Unprotected. Key. If left blank on inquiry, system will return the first order number in the database for the specified purchase agency, document type and award date.
Award Amount	9.2	Protected. Display of the Award amount of the order from the ORDR record.
Req Number	10	Protected. Display of the requisition number from the ORDR record (if present).
Partial Title	34	Protected. Display of the leading characters of the order's Title Line 1 from the ORDR record.

OFST   **Fast Order Entry Table**

```
ENTER FUNCTION: ........... TRANS:  OFST
 ORDER NO: .........   : ............................. ....... DATE:
    STATUS: ...  DOC TYPE: ...  FY: ..  PER PAY: .  FY ROLL: . TIME:
    VENDOR: ......... .. :                                     TERM:
REQ AGENCY: ......     PURCH AGCY: ......   BUYER: ...   CONTRACT: .........
DISC%-DAYS: ...... - ...   DAYS ARO: ...  WEEKS ARO: ...   T-NUMBER: .....
   BILL-TO: ...... - ......  SHIP-TO: ...... - ......      REF #: .........
QUOTE DATE: ........  DATE CREATED:      PRINT: . CONFIRM: .   WHIM: .
ACCT RQD..: . RECPT DT: ....... ORDER AMT:          # ITEMS:
CONTACT...: ............................. PH: ... ... .... ... W/H CODE: ....
------------------------ COMMODITY LINE SCROLL: . --------------------------
LINE: ..... STAT: ... COMM: ... .. ...... INV ITEM#: ... FILL/KILL . NO-COST: .
     QTY: ........... U/M: ..... PRICE: .............. AMOUNT:
DAYS: ... WEEKS: ... CAT#/IND: .......... . CAT$: .............. DISC %:
DESC1: .......................................      SHIP-TO: ...... ......
DESC2: ...............................  KONT-KLIN: ........... .....
----------------------- ACCOUNTING DIST SCROLL: . --------------------------
ACCT DIST: .. STATUS: . FR/TO :..... / ..... AGENCY : ...... AMT: .............
             :               :                      :
             :               :                      :
             :               :                      :
             :                        AT ACCOUNTING:
```

Purpose   The purpose of the Fast Order Entry Table is to provide the user with the capability to add,
                     change and inquire Order Header Information, Order Line Data and Order Accounting
                     Distribution on the same screen. Access will be granted to those users with proper security.

Screen
Characteristics Add, Change and Inquire ORDR/OLIN/OACG Table.

Procedure
Cross-Reference Chapter 2 Order Processing;

                     1.5 Add Fast Order Entry Record(s)
                     1.6 Change Fast Order Entry Record(s)
                     1.7 Inquire Fast Order Entry Record(s)
                     1.13 Schedule Periodic Payments
                     6.1 Copying an Order Document

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required for change, delete, or inquiry of a specific order record. Entry will be left blank on add and the system will assign an order number.
Order Title	35	Unprotected. Required for add. Title is user entered free form text describing the order. If the document type is an LDO (Low Dollar Order), or the Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting.
Status	3	Unprotected. Optional entry. System will default to '405' on add. Must be a valid entry in BTAB Table SO (Status Code - Order).
Doc Type	3	Unprotected. Required for add. Must be valid entry in BTAB Table DO (Document Type Order).
FY	2	Unprotected. Required for add. Budget fiscal year applicable to this requirement.
Per Pay	1	Unprotected. Required for add. Used to indicate if the order is subject to periodic payment processing. Allowable entries are **Y** or **N**. If left blank, will default to N.
FY Roll	1	Unprotected. Required for add. Indicates if the accounting distribution is to be rolled to the next FY. If left blank, will default to "Y".
Vendor	11	Unprotected. Key. Required for add. User will enter desired vendor number. The vendor number must be a valid and active entry in the VEND Table.
Vendor Name	30	Protected. Inferred name of the specified vendor from the VEND Table.
Req Agency	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.

Field Completion

Field	Size	Description
Purch Agcy	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.
Buyer	3	Unprotected. Required. Used to indicate the buyer responsible for the purchase action.
Contract	10	Unprotected. Required if specified document type is for a contract release order or a blanket order against contract (BPC).
Disc%	2.2	Unprotected. Optional entry. Used to indicate the prompt payment discount offered by the specified vendor.
Days	3	Unprotected. Optional entry. Used to indicate the number of days the offered discount will be valid after receipt of invoice.
Days ARO	3	Unprotected. Required for add. Used to indicated the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero.
Weeks ARO	3	Unprotected. Required for add. Used to indicated the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days ARO is greater than zero.
T-Number	5	Unprotected. Optional entry. Required if order document type is multi-vendor order (BPV). Must be valid code in BTAB Table TA (T-Number).
Bill-To (Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.
Bill-To (Sub-Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AADR Table when combined with the Bill to Agency.
Ship-To (Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.
Ship-To (Sub-Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AADR Table when combined with the Ship to Agency.
Ref #	10	Unprotected. Optional Entry. Used to indicate agency requisition (reference) number for this order.
Quote Date	8	Unprotected. Date required if document type is other than a contract release document type. Must be valid date and format; MM/DD/YY.

Field Completion

Field	Size	Description
Date Created	8	Protected. Display of the ORDR creation date.
Print	1	Unprotected. Optional entry. Used to indicate if the order document is to be printed when status is set to 440/450.
Confirm	1	Unprotected. Requires (Y) Yes, (N) No or (R) Record Receipt entry. Y or R builds the OREC, ORLN, OINV, OILN and OPAY records. Y will post the OREC/OINV records and build the OPAY records, and will only require the payment to be approved on OPAY. R will require the user to post the OREC records and approve the payment on OPAY. If the Print Flag is set to Y, CONFIRMING ORDER will be printed on the Order face sheet. The system generates a vendor invoice number for confirming orders.
Acct Rqd	1	Unprotected. Valid entries are Y or N. Default is Y. Used to indicate whether or not an order is required to be encumbered in accounting.
Recpt Dt	8	Unprotected. Used to enter the receipt date for LDO and "confirming" orders. Date must be valid and equal to or less than current date.
Order Amt	9.2	Unprotected. Display of ORDR total amount.
# Items	5	Protected. Maintained by the system. Used to indicate the number of order line item records that exist for this order.
Whim	1	Unprotected. Used to indicate if a 'whim' approval is required. P is for a purchasing level approval and R is for a requisitioning agency level approval.
Contact	30	Unprotected. Optional entry. Used to identify the point of contact for this order.
Ph	3/3/4/4	Protected. Optional entry. Phone number of the point of contact. Area code through digit must be numeric.
W/H Code	4	Protected. Required if document is a stock request or a stock replenishment type requisition. Indicates the warehouse code location of the item in inventory.

COMMODITY LINE:

Field	Size	Description
Scroll	1	Unprotected. Optional entry. Required if scroll of order lines is desired. 'T' will result in the display of order lines with the first order line in the first line position. 'B' will result in the display of the last order line in the first line position. 'U' will result in the order lines being scrolled 'up' two lines from the last line number displayed on the screen. 'D' will result in the order lines being scrolled 'down' two lines from the first line number displayed on the screen.

Field Completion

Field	Size	Description
Line	5	Unprotected. Required for add of order line. User will enter desired order line number to be added. Edits in the system will prevent the add of duplicate line numbers. If document type is BPV, line number, combined with commodity number, must be key to a valid KLIN of contract in the referenced T-Number.
Stat	3	Unprotected. Must be 400 on add. If left blank on add, will default to '405'.
Comm (3/2/6)	11	Unprotected. Required for add. Entry must be a key to a valid commodity record in the COMM Table. Edits in the program will prevent purchase of items at the 'class' (xxx 00 000000) level; all purchases must be at the sub-class or item level.
Inv Item#	3	Protected. Required if document is a stock request or a stock replenishment type requisition. Indicates the inventory item number in the inventory system.
Fill/Kill	1	Unprotected. Required for DCI order document types. Used to indicate if an item should be put on back-order from inventory (if not in stock in inventory) or if the requirement should be killed. Allowable entries are F or K. If K and item is not in stock in inventory, a CNX or CNL Order Change Order will be required to cancel the item from the order.
No Cost	1	Unprotected. Used to indicate if commodity purchased is no cost.
Qty	6.3	Unprotected. Required for add. Entry must be numeric and greater than zero.
Unit	5	Unprotected. Required for add. Must ba a valid entry in BTAB Table UM (Unit of Measure). If KLIN is greater than spaces, must be equal the unit of measure on the referenced KLIN.
Price	7.5	Unprotected. Required for add. If KLIN is greater than spaces, leave blank and program will move KLIN unit price. If KLIN is Disc % Off Catalog, leave blank, system will compute (Catalog price - (catalog price * disc % off catalog)).
Amount	9.2	Protected. Computed by the system (quantity * price).
Days	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero. Release orders, days default from contract and do not need to be entered.

Field Completion

Field	Size	Description
Weeks	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days ARO is greater than zero. Release orders, weeks default from contract and do not need to be entered.
Cat#/Ind	10/1	Unprotected. Required if KLIN is Disc % Off Catalog. The catalog item is a series of numbers used by the vendor to identify a specific catalog item. The one position indicator (A-Z) will identify a different tier pricing for the catalog item, if applicable. The user may enter the required indicator to select the correct tier pricing if relative to the purchase. If entered, catalog price must also be entered. Indicator may be left blank.
Cat$	9.5	Unprotected. Required if KLIN is Disc % Off Catalog.
Disc %	3.2	Protected. Display of Discount % Off Catalog from KLIN record, if applicable.
Desc1	40	Unprotected. Optional entry. If left blank, will default to CSPC description for referenced commodity number. If text is entered, an OMOD will be created using entered text.
Ship-To (Agency)	6	Unprotected. Optional entry. If left blank, will default to header ship to agency.
Ship-To (Sub-Agency)	6	Unprotected. Optional entry. If left blank, will default to header ship to sub-agency.
Desc2	40	Unprotected. Optional entry. If left blank, will default to CSPC description for referenced commodity number. If text is entered, an OMOD will be created using entered text.
KONT	10	Unprotected. Optional entry. If left blank, will default to contract number entered in order header information.
KLIN (Contract Line)	5	Unprotected. Required if 'contract number' is greater than spaces.

NOTE: If description is entered on description lines 1 or 1 and 2, an OMOD record will be created with only those lines of text present. If function is CHANGE and an OMOD already exists, it will be replaced with entered description of one or two lines.

ACCOUNTING LINE:

Scroll	1	Unprotected. Optional entry. Required if scroll of accounting lines is desired. 'T' will result in the display of accounting lines with the first accounting line in the database for the referenced order. 'B' will result in the display of the last accounting line in the database for the referenced order. 'U' will result in the

Field Completion

Field	Size	Description
		accounting lines being scrolled 'up' one line from the accounting line number displayed on the screen. 'D' will result in the accounting lines being scrolled 'down' one line from the accounting line number displayed on the screen.
Acct Dist	2	Unprotected. Required for add. User will enter desired accounting line number.
Status	1	Unprotected. Required for add. If left blank on add, will default to zero (0).
Fr/To	5/5	Unprotected. Required for line to line accounting distribution. Indicates the 'beginning' and 'ending' order item numbers. If left blank, system will assume percentage distribution and an amount will have to be entered in the 'Amt' field.
Agency	6	Unprotected. Required. Indicates the agency number to be used as the "paying agency" for encumbrance processing to accounting. If left blank, will default requisitioning agency from the ORDR Table.
Amt	9.2	Unprotected. Required if percentage distribution. If From and To lines greater than spaces, leave blank and system will compute cumulative total of order line extended amounts within the From/To line range.
Actg Dist Fld Labels (1-10)	10x10	Protected. Inferred field labels from BLBL based on the Department Financial of the requisitioning agency's AGCY Table record.
Actg Dist Fields 1-8	8x8	Unprotected. Optional entry. Entry may be made only if field label is greater than spaces. Edits in program will validate entries.
Actg Dist Field 9	15	Unprotected. Optional entry. Entry may be made only if field label is greater than spaces.
Actg Dist Field 10	20	Unprotected. Optional entry. Entry may be made only if field label is greater than spaces.
At Accounting	5	Protected. Maintained by the system. Identifies the accounting system (i.e. AFS) that the record was last in interface with.

OITM   Order By Item Number

```
ENTER FUNCTION: ........... TRANS:  OITM
                                                         DATE:
ORDERS BY ITEM TABLE                                     TIME:
KEY IS ITEM, ORDER NUMBER, AND ORDER LINE NUMBER         TERM:

ITEM NUMBER: ...... :

    ORDER          LINE        QUANTITY    UNIT   AGENCY   STATUS CODE
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
 ..........       .....
```

Purpose   The purpose of the Order by Item Number table is to provide the user with a list of orders for a given commodity item number. Displayed are the order numbers with their corresponding line number, quantity, unit of measure, agency, and status code.

**Screen
Characteristics**   Inquire OLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Item Number	6	Unprotected. Key. If left blank the system will start the order list for the first commodity item in the database. If input the order list will be returned for the commodity item specified.
Commodity Item Description	40	Protected. The first line from the commodity specification text file for the commodity item.
Order	10	Unprotected. Key. If left blank the system will start the order list with the first order for the commodity item specified. If input the system will return the list starting at the order number specified.
Line	5	Unprotected. Key. If left blank the system will start the order list with the first line number for the commodity item and order specified. If input the system will return the list starting at the line number specified.
Quantity	6.3	Protected. The 'From' quantity as specified on the order line.
Unit	5	Protected. The unit of measure as specified on the order line.
Agency	6	Protected. The deliver to agency as specified on the order line.
Status Code	3	Protected. The status code of the order line.

OKAN   Orders By Contract and Requisitioning Agency

```
ENTER FUNCTION: ........... TRANS:  OKAN
                                                      DATE:
ORDER BY CONTRACT AND REQUISITIONING AGENCY           TIME:
KEY IS CONTRACT NUMBER, REQ AGENCY, AND ORDER NUMBER  TERM:

CONTRACT NUMBER...: ..........  VENDOR #:
REQ AGENCY........: ......      NAME....:

                               SHIP TO  SHIP TO          CHANGE
ORD NUMBER      NET AMOUNT      AGENCY   SUB-AGCY  STATUS  DATE
..........
..........
..........
..........
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```

Purpose   The purpose of the Orders By Contract and Requisitioning Agency screen is to provide the user the capability inquire order records by contract number and requisitioning agency number. Access is granted to those users with proper security.

Screen
Characteristics   Inquire ORDR Table.

Procedure
Cross-Reference   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. If left blank, system will display first contract number in the database.
Vendor #	11(9/2)	Protected. Inferred vendor number of the specified contract.
Req Agency	6	Unprotected. Key. If left blank, system will display the first requisitioning agency in the database for the specified contract number.
Name	30	Protected. Inferred vendor name for the contract vendor from the VEND Table.
Ord Number	12x10	Unprotected. Key. If left blank, system will display the first order number in the database for the specified contract number and requisitioning agency.
Net Amount	12x9.2	Protected. Inferred net amount of the specified order.
Ship to Agency	12x6	Protected. Inferred master Ship to Agency of the specified order.
Ship to Sub-Agency	12x6	Protected. Inferred master Ship to Sub-Agency of the specified order.
Status	12x3	Protected. Inferred status code of the specified order.
Change Date	12x8	Protected. Inferred status change date of the specified order.

OLCN   Order Lines By Contract Number

```
ENTER FUNCTION: ........... TRANS:  OLCN
                                                      DATE:
ORDER LINES BY CONTRACT NUMBER                        TIME:
KEY IS CONTRACT NUMBER, ORDER NUMBER, AND ORD LINE    TERM:

CONTRACT NUMBER: .......... :
CONTRACT STATUS:          ORD STAT:          EXP DATE:

ORDER       PURCH   BUYER  ORDER   ORDER   LINE    CONT
NUMBER      AGENCY  CODE   STATUS  LINE    STATUS  LINE   EXTENDED AMOUNT
..........                         .....
..........                         .....
..........                         .....
..........                         .....
..........                         .....
..........                         .....
..........                         .....
..........                         .....
```

Purpose   The purpose of the Order Lines By Contract Number is to provide the user with the
                       capability to inquire order lines by contract number. Access is granted to those users with
                       proper security.

**Screen
Characteristics**   Inquire OLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Display of the system date.
Time	8	Protected. Display of the system time.
Term	8	Protected. Display of the system assigned terminal ID.
Contract Number	10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will return the first contract number in the database. If entered and valid, the system will return with that contract number.
Contract Title	40	Protected. Display of the inferred contract title from the KONT Table for the displayed contract number.
Contract Status	3	Protected. Display of the inferred contract status from the KONT table for the displayed contract number.
Ord Stat	3	Protected. Display of the inferred contract ordering status from the KONT Table for the displayed contract number.
Exp Date	8	Protected. Display of the inferred contract expiration date from the KONT Table for the displayed contract number (revised contract end date if present, else contract end date).
Order Number	10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will return the first order number in the database for the displayed contract number. If entered and valid, the system will return the listing starting with that order number.
Purch Agency	6	Protected. Display of the inferred purchasing agency code from the ORDR Table for the displayed order number.
Buyer Code	3	Protected. Display of the inferred buyer code from the ORDR Table for the displayed order number.
ORDR Status	3	Protected. Display of the inferred order status from the ORDR Table for the displayed order number.
Ord Line	5	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will return the first order line number in the database for the displayed contract number. If entered and valid, the system will return the listing starting with that order line number.

Field Completion

Field	Size	Description
Line Status	3	Protected. Display of the inferred line status from the OLIN Table for the displayed order line number.
Cont Line	5	Protected. Display of the inferred contract line number from the OLIN Table for the displayed order line number.
Extended Amount	9.2	Protected. Display of the inferred order line extended amount from the OLIN Table for the displayed order line number.

OLIN   Order Line Number Table #1

```
ENTER FUNCTION: ........... TRANS:  OLIN
                                                       DATE:
ORDER LINE NUMBER TABLE #1                              TIME:
KEY IS ORDER NUMBER AND LINE NUMBER                    TERM:

        ORDER.......: .......... :

        ORDER STATUS:            :

 LINE NBR                    STATUS   QUANTITY     UNIT     UNIT PRICE
   .....
COMMODITY NO:                   :


   .....
COMMODITY NO:                   :


   .....
COMMODITY NO:                   :
```

Purpose   The purpose of the Order Line Number Table #1 is to provide the user with a list of line
                     numbers for a given order. Displayed for each line number is the commodity code, status,
                     quantity, unit of measure, unit price, and commodity specification text. Access is granted
                     only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire OLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                     12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order	10	Unprotected. Key. If left blank the system will start the order line number list with the first order number in the database. If input the system will return the list for the order number specified.
Order Title	40	Protected. The title of the order as provided from the Order table.
Order Status	3	Protected. The order status as provided from the Order table.
Order Status Title	30	Protected. The interpretation of the order status from BTAB Table SO (Status Code - Order).
Line	5	Unprotected. Key. If left blank the system will start with the first line number for the order specified. If input the system will return the list for the order line number specified.
Commodity	11	Protected. Displays the class, sub-class, and item number of the commodity from the specified line number.
Status	3	Protected. Displays the status code of the order line.
Quantity	6.3	Protected. Displays the 'From' quantity of the order line.
Unit of Measure	5	Protected. Displays the unit of measure from the order line.
Unit Price	7.4	Protected. Displays the confirmed unit price from the order line.
Commodity	11	Protected. Displays the class, sub-class, and item number of the commodity from the specified line number.
Commodity Description	40x2	Protected. Displays the first two lines of the Commodity Specification Text record for the commodity number.

OLI4   Order Line Number Table #4

```
ENTER FUNCTION: ........... TRANS:  OLI4
ORDER LINE HEADER TABLE #4                                          DATE:
KEY IS ORDER NUMBER AND LINE NUMBER                                 TIME:
                                                                   TERM:
ORDER NUMBER........: .......... :
DOCUMENT TYPE.......:                :
LINE NUMBER.........: .....
STATUS CODE.........: ...         :
STATUS CHANGE DATE..:              AWARD DATE:
COMMODITY CODE......: ... .. ......   : ...................................
  .................................. ...................................
  .................................. ...................................
ORDER QUANTITY......: .......... TAX AMOUNT: ............ NO COST: .
MOVABLE PROPERTY....: .   INVENTORY ITEM NBR: ...
UNIT OF MEASURE.....: .....   :
UNIT PRICE..........: ..............      EXTENDED AMT.:
BRAND NAME..........: ................... MODEL........: ...................
PERIODIC PAY AMT....: .............      COPY LINE....: .
DELIVERY AGENCY....: ...... :
DELIVERY SUB-AGY....: ...... :
USER ID LAST CHANGE.:              DATE LAST CHANGED..:
```

Purpose   The purpose of the Order Line Number Table #4 is to provide the user with the capability to create order lines and to maintain and inquiry those lines. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete and Inquire OLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

2.1 Add Order Line Number Table
2.2 Change Order Line Number Table
2.3 Inquire Order Line Number Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number to which a line is to be added or maintained. If left blank the system will return an inquiry screen starting with the first order number in the database.
Order Title	40	Protected. The title of the order as provided from the Order table.
Document Type	3	Protected. On an add will be populated by the document type of the Manual Agency Order.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order)
Line Number	5	Unprotected. Key. Required. Specifies the line number to be added, changed or inquired. If left blank on inquiry the system will return the first line number for the order number specified.
Status Code	3	Unprotected. Required. On an add it must be 400.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Status Change Date	8	Protected. Date the status code was last changed.
Award Date	8	Protected. The date that the order was awarded.
Commodity Code	11	Unprotected. Required. Reflects the commodity code for the item ordered. Must be a valid entry in the Commodity (COMM) table.
Commodity Description	38	Protected. First five lines of the commodity specification. Displays the text record for the Commodity Number, or the OMOD description if one was entered.
Order Quantity	6.3	Unprotected. Required. Reflects the quantity of the release order.

Field Completion

Field	Size	Description
Tax Amount	9.2	Unprotected. Not a required entry. This is for the tax amount of the item ordered if it falls within that category.
No Cost	1	Unprotected. Used to indicate if commodity purchased is no cost.
Movable Property	1	Unprotected. Used to indicate if commodity purchased is Movable Property. Valid entries are Y or N. If left blank, will default based on the movable property indicator from the COMM record and the movable property value from the BINS Table.
Inventory Item Nbr	3	Protected. Required if document is a stock request or a stock replenishment. Indicates the inventory item number for the commodity being purchased from inventory.
Unit of Measure	5	Unprotected. Required. Must be a valid entry in BTAB Table UM (Unit Of Measure).
Unit of Measure Title	30	Protected. interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).
Unit Price	7.5	Unprotected. The unit price will be placed here.
Extended Amount	9.2	Protected. Calculated by the system as 'Order Quantity' times 'Unit Price'.
Brand Name	20	Unprotected. If used it would reflect the brand name of the item for which the order is placed.
Model	20	Unprotected. If used it would reflect the model of the item for which the order was placed.
Copy Line	1	Unprotected. Used to indicate if the line is to copied during the Order Copy process. Valid entries are Y or N. Default is Y.
Periodic Pay Amt	9.2	Unprotected. Used to indicate the payment amount to be paid each period for the periodic payment process.
Delivery Agency	6	Unprotected. This is the delivery agency to which the items will be shipped.
Delivery Agency Title	35	Protected. The title of the agency as provided from the Agency table.
Delivery Sub-Agency	6	Unprotected. This is the delivery agency address to which the item will be shipped.

Field Completion

Field	Size	Description
Delivery Sub-Agency	35	Protected. The title of the sub-agency as provided Title from the Agency Address table.
User Id Last Change	8	Protected. User ID used to make the last record change.
Date Last Change	8	Protected. Date of last change to this order line record.

OLI5   Order Line Number Table #5

```
ENTER FUNCTION: ........... TRANS:  OLI5
ORDER LINE HEADER TABLE #5                                      DATE:
KEY IS ORDER NUMBER AND LINE NUMBER                            TIME:
                                                              TERM:
ORDER NUMBER........: .......... :
LINE NUMBER.........: .....
STATUS CODE.........:               :
COMMODITY CODE......:                   :
INVENTORY ITEM NBR..:
ORDER QUANTITY......:
UNIT OF MEASURE.....:          :
UNIT PRICE..........:                        EXTENDED AMT.:
CONTRACT NUMBER.....:            CONTRACT LINE:
REASON CODES:
 1:         :
 2:         :
 3:         :
 4:         :
```

Purpose   The purpose of the Order Line Number Table #5 is to provide the user with the capability to
                         inquire AFS Inventory reject reason codes for an order line. Access is granted only to those
                         orders for which the user has security access.

**Screen
Characteristics**   Inquire OLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

                         12.1 Inquire Order Database Records

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Specifies the order number for which a line is to be inquired. If left blank the system will return an inquiry screen starting with the first order number in the database.
Order Title	40	Protected. The title of the order as provided from the Order table.
Line Number	5	Unprotected. Key. Specifies the line number to be inquired. If left blank on inquiry the system will return the first line number for the order number specified.
Status Code	3	Protected. Inferred order line status code.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Commodity Code	11	Protected. Reflects the commodity code for the item ordered.
Commodity Description	38	Protected. First line of the commodity specification.
Inventory Item Nbr	3	Protected. Indicates the inventory item number for the commodity being purchased from inventory.
Order Quantity	6.3	Protected. Reflects the quantity of the release order.
Unit of Measure	5	Protected. Reflects the unit of measure of the commodity purchased.
Unit of Measure Title	30	Protected. interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).
Unit Price	7.5	Protected. Reflects the unit price of the order line.
Extended Amt	9.2	Protected. Calculated by the system as 'Order Quantity' times 'Unit Price'.
Contract Number	10	Protected. Inferred contract number for the order line.

Field Completion

Field	Size	Description
Contract Line	5	Protected. Inferred contract line number of the order line.
Reason Codes (1-4)	5	Protected. Inferred AFS Inventory reject reason codes for the order line. Will be displayed on stock orders and stock replenishment order resulting in an update error in the AFS INVN database.
Reason Codes Description (1-4)	30	Protected. Inferred interpretation of the reject reason code from BTAB Table 'RE'.

OLI6   Order Line Number Table #6

```
ENTER FUNCTION: ........... TRANS:  OLI6
ORDER LINE HEADER TABLE #6                                          DATE:
KEY IS ORDER NUMBER AND LINE NUMBER                                 TIME:
                                                                   TERM:
ORDER NUMBER: ..........
TITLE.......:


                                        ---------GFS ERROR CODES----------
LINE          COMMODITY          STATUS   1          2          3          4
```

Purpose   The purpose of the Order Line Number Table #6 is to provide the user with the capability to inquire AFS Inventory reject reason codes for all lines on an order. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire OLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

                     12.1 Inquire Order Database Records

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Specifies the order number for which a line is to be inquired. If left blank the system will return an inquiry screen starting with the first order number in the database.
Title	40	Protected. The title of the order as provided from the Order table.
Line	5	Unprotected. Key. Specifies the line number to be inquired. If left blank on inquiry the system will return the first line number for the order number specified.
Commodity	11	Protected. Reflects the commodity code for the item ordered.
Status	3	Protected. Inferred order line status code.
GFS Error Codes (1-4)	5	Protected. Inferred AFS Inventory reject reason codes for the order line. Will be displayed on stock orders and stock replenishment order resulting in an update error in the AFS INVN database.

OMOD   Order Commodity Description Changes

```
ENTER FUNCTION: ........... TRANS:  OMOD
                                                       DATE:
ORDER COMMODITY DESCRIPTION CHANGES TABLE              TIME:
KEY IS ORDER NUMBER AND ORDER LINE                     TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: ....          COMMODITY CODE:
LINE STATUS........:          :
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:      BASIC TEXT CHGD:

        TYPE      ----1------2----3----4
         .        ...................................
         .        ...................................
         .        ...................................
         .        ...................................
         .        ...................................
         .        ...................................
         .        ...................................
         .        ...................................
         .        ...................................
```

Purpose   The purpose of the Order Commodity Description Changes table is to allow the user to make
                       changes and inquires to the commodity specification for a given order. These modifications
                       will be used by the system in place of the original commodity specifications for any further
                       processing of this order. Access to this screen is granted only to those orders for which the
                       user has security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire OMOD Table.

Procedure
Cross-Reference   Chapter 2 Order Processing;

                       2.8 Add Order Commodity Description Changes Table
                       2.9 Change Order Commodity Description Changes Table
                       2.10 Delete/Insert Order Commodity Description Changes Table
                       2.11 Inquire Order Commodity Description Changes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which commodity specifications will be inquired.
Order Line	5	Unprotected. Key. Required. Specifies the order line number for which commodity specifications will or viewed.
Commodity Code	11	Protected. Inferred commodity code of listed order line.
Line Status	3	Protected. The status code of the order line.
Line Status Title	30	Protected. An interpretation of the status Title code from BTAB Table SO (Status Code - Order).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

    T - Top
    B - Bottom
    U - Page up
    D - Page down
    R - Relative
    I - Insert
    X - Delete

Field	Size	Description
Line Number	4	Unprotected. Key. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if OMOD has been processed for that order line.
Type	1	Unprotected. Describes the type of commodity description lines:

Field Completion

Field	Size	Description
		C - Item description
		D - Extended description
		E - Packaging and shipping
		F - Buyer notes.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

OMO2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ........... TRANS:  OMO2
                                                         DATE:
ORDER COMMODITY DESCRIPTION CHANGES TABLE  #2            TIME:
KEY IS ORDER NUMBER AND ORDER LINE                      TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: .....          COMMODITY CODE:
LINE STATUS........:            :
SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:

ACT    TYPE      ----1-----2-----3-----4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Commodity Description Changes Table #2 is to provide the user
                      with the ability to insert or delete lines of text from the Order Specification Changes Table #1
                      (OMOD). Access to this table can only be achieved by leafing from OMOD. When
                      appropriate action has been indicated, the system will automatically return to OMOD upon
                      depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert OMOD Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                      2.10 Delete/Insert Order Commodity Description Changes Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Protected. Key. Specifies the order number for which commodity specifications will be updated.
Order Line	5	Protected. Key. Specifies the order line number for which commodity specifications will or updated.
Commodity Code	11	Protected. Inferred commodity code of listed order line.
Line Status	3	Protected. The status code of the order line.
Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Scroll Action	1	Protected. The scroll action code carried forward from the OMOD screen.
Line Number	4	Protected. Key. Used with scroll action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Type	1	Protected. Describes the type of commodity description lines: C - Item description D - Extended description E - Packaging and shipping F - Buyer notes.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the OMOD screen. Any change action will cause the screen to return to OMOD with the appropriate action taken.

ONTE   Order Notes

```
ENTER FUNCTION: ........... TRANS:  ONTE
                                                        DATE:
ORDER NOTES TABLE : KEY IS ORDER NUMBER                 TIME:
                                                        TERM:
ORDER NUMBER.......: ..........
DESCRIPTION LINE 1.:
DESCRIPTION LINE 2.:
ORDER STATUS.......:        :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ----1-----2-----3----4-----5----6-----7
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
```

Purpose   The purpose of the Order Notes table is to provide the user with the capability to record notes
                         about a given order. The text format is free form and can be used in any manner that the user
                         desires. Use of this screen would generally be to record information about the order in
                         general. Such information would not generally be found in other text areas. ONTE should
                         be considered an electronic note pad for use by the person placing the order. Access is
                         granted to those orders for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire ONTE Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

                         1.9 Add Order Notes
                         1.10 Change Order Notes
                         1.11 Delete/Insert Order Notes
                         1.12 Inquire Order Notes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which text will be generated or viewed.
Description Line 1	40	Protected. The first order title line as provided from the Order table.
Description Line 2	40	Protected. The second order title line as provided from the Order table.
Order Status	3	Protected. The status code of the order.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).

Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:
		
		  T - Top
		  B - Bottom
		  U - Page up
		  D - Page down
		  R - Relative
		   I - Insert
		  X - Delete

Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

ONT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ........... TRANS:  ONT2
                                                            DATE:
ORDER NOTES TABLE  #2 : KEY IS ORDER NUMBER                 TIME:
                                                            TERM:
ORDER NUMBER.......: ..........
DESCRIPTION LINE 1.:
DESCRIPTION LINE 2.:
ORDER STATUS.......:        :
SCROLL ACTION......:   LINE NUMBER:       LINE TOTAL:

ACT      -------1--------2--------3---------4-----------5---------6-----------7
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Notes Table #2 is to provide the user with the ability to insert or
                      delete lines of text from the Order Notes Table #1 (ONTE). Access to this table can only be
                      achieved by leafing from ONTE. When appropriate action has been indicated, the system
                      will automatically return to ONTE upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert ONTE Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                      1.11 Delete/Insert Order Notes.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Protected. Specifies the order number for which text will be changed or deleted.
Description Line 1	40	Protected. The first order title line as provided from the Order table.
Description Line 2	40	Protected. The second order title line as provided from the Order table.
Order Status	3	Protected. The status code of the order.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Scroll Action	1	Protected. The scroll action code carried forward from the ONTE screen.
Line Number	4	Protected. Indicates the line number of ONTE.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	70	Protected. A display of text carried forward from the ONTE screen. Any change action will cause the screen to return to ONTE with the appropriate action taken.

ORDR   **Order Header Table #1**

```
ENTER FUNCTION: ........... TRANS:  ORDR
                                                            DATE:
ORDER HEADER TABLE #1                                        TIME:
KEY IS ORDER NUMBER                                          TERM:

ORDER NUMBER......: .......... :

STATUS CODE.......:           :
STATUS CHANGE DATE:           CRT:          AWD:          PRNT:
VENDOR NUMBER.....:              :
DOCUMENT TYPE.....:           :
PURCHASING AGENCY.:           :
BUYER CODE........:           :                                       -
REQUISITION AGENCY:           :
BILL TO AGENCY....:           :
BILL TO SUB-AGENCY:           :
SHIP TO AGENCY....:           :
SHIP TO SUB-AGENCY:           :
SHIP TO CONTACT...: ............................. PH: ... - ... - .... - ....
DELIVERY TERMS....:                          ALT DELIVERY SCHED..:
DEL DAYS ARO......:     DEL WEEKS ARO..:      BUYER PHONE....:
ORDER AMOUNT......:                           INVOICED AMOUNT.....:
```

Purpose   The purpose of the Order Header Table #1 is to provide the user with the capability of inquiring on the Order table. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                         12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If left blank the system will return with the first order number in the database. If input the system will return with the order number specified.
Status Code	3	Protected. Key. Status code must be a valid entry in BTAB Table SO (Status Code - Order).
Status Code Title	30	Protected. This is the interpretation of the status code from BTAB Table SO (Status Code - Order).
Status Change Date	8	Protected. Date the order status was last changed.
Crt	8	Protected. Date the order was created.
Awd	8	Protected. Reflects the date the order was awarded to the vendor of record.
Prnt	8	Protected. Reflects the date that the system printed the order in the nightly cycle.
Vendor Number	11	Protected. The vendor to which the order was awarded.
Vendor Name	30	Protected. The vendor name as provided from the VEND Table.
Document Type	3	Protected. This is the document type assigned to this order.
Document Type Title	30	Protected. The interpretation of the document type from BTAB Table DO (Document Type - Order).
Purchasing Agency	6	Protected. This is the agency tasked with making the purchase.
Purchasing Agency Title	30	Protected. The title of the agency from the AGCY Title Table.
Buyer Code	3	Protected. This is the code assigned to the buyer for the purchasing agency.

Field Completion

Field	Size	Description
Buyer Code Title	30	Protected. The name of the buyer as listed in the ABUY table for the purchasing agency.
Requisition Agency	6	Protected Field. This is the number of the originating agency for this order.
Requisition Agency Title	30	Protected. The title of the requisitioning agency as listed in the AGCY table.
Bill To Agency	6	Protected. The agency that will be billed for the amount of the order.
Bill to Agency Title	30	Protected. The title of the agency from the AGCY table.
Bill To Sub-Agency	6	Protected. The address code for Bill To agency specified above.
Bill To Sub-Agency Title	30	Protected. The title of the sub-agency as provided from Agency Address table.
Ship To Agency	6	Protected. The agency which will receive shipment of the order.
Ship To Agency Title	30	Protected. The title of the ship to agency as provided from the AGCY table.
Ship To Sub-Agency	6	Protected. The sub-agency which will receive shipment of the order.
Ship To Sub-Agency Title	30	Protected. The title of the sub-agency as provided from the Agency Address table.
Ship To Contact	30	Protected. The name of the contact person for delivery of goods.
Ph	14	Protected. The telephone number of the ship to contact person. Includes the area code, number, and extension, if applicable.
Delivery Terms	15	Protected. This field reflects the delivery terms agreed to when the order was placed.
Alt Delivery Sched	1	Protected. A Y or N indicator that tells the user that the vendor has taken exception to the delivery terms asked for by the requisitioner.
Buyer Phone	10	Protected. Indicates the buyer's Phone Number.
Delivery Days ARO	3	Protected. Reflects the number of "days after receipt of the order" (ARO) that the user requires the that the vendor ship the goods.

Field Completion

Field	Size	Description
Delivery Weeks ARO	3	Protected. Reflects the number of "weeks after receipt of the order" that the user requires the items to be shipped.
Order Amount	9.2	Protected. Represents the cumulative total of all lines associated with this order.
Invoiced Amount	9.2	Protected. Represents the total amount invoiced against this order number.

ORD2   Order Header Table #2

```
ENTER FUNCTION: ........... TRANS:  ORD2
                                                           DATE:
ORDER TABLE #2                                             TIME:
KEY IS ORDER NUMBER                                        TERM:

ORDER NUMBER........: .......... :
STATUS CODE.........: ...        :
STATUS CHANGE DATE..:                LINE COUNT.......:
SHIP TO CONTACT.....:                                      -     -     -
FOB POINT...........: ....................... FILE NO.:
COMM CLASS/SUB-CLASS:                SOLICITATION NUMBER..:
AWARD CODE..........:              :
SOLICITATION CODE...:              :
COMPLETION CODE.....:              :
REQUISITION NUMBER..:                CONTRACT NUMBER..:
CASH DISCOUNT TERMS.:                    DISC PCT:       %
DISCOUNT PERIOD.....:                NET PERIOD.......:
AGENCY REQ NUMBER...:
SET ASIDE CODE......:              :
TYPE PURCHASE AUTH..:              :
OBLIGATION NUMBER...:                NEW/OLD ORDER NBR:        /
USERID LAST CHANGE..:                DATE LAST CHANGED:
```

Purpose   The purpose of the Order Header Table #2 is to provide the user with the ability to change
                     the status code and inquire the order header record. This screen is used exclusively by the
                     purchasing agency to update orders which are processing through the system. Access is
                     granted only to those orders which the user has authority to maintain.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                     12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If left blank the system will return with the first order number in the database. If input the system will return with the order number specified.
Status Code	3	Protected. Must be a valid status code from BTAB Table SO (Status Code - Order).
Status Code Title	30	Protected. This is the interpretation of the status code from BTAB Table SO (Status Code - Order).
Status Change Date	8	Protected. Date the order status was last changed.
Line Count	5	Protected. The total of all lines associated with this order.
Ship To Contact	35	Protected. The person in the agency where the ordered items are being shipped to be contacted at the time of delivery or if problems develop with the schedule.
Phone	14	Protected. The telephone of the ship to contact.
FOB Point	25	Unprotected. The point where the deliver-to agency accepts the ordered items. Order status must be 434 or less to maintain. If not entered, will default to 'Destination'.
File No.	8	Protected. Displays only if a requisition having a State Purchasing file number is associated with the purchase order.
Comm Class/ Sub-Class	5	Protected. The commodity class/sub-class of the items Sub-Class associated with this order.
Solicitation Number	10	Protected. If the order was the direct result of the solicitation process, that number would be reflected here.
Award Code	2	Protected. A valid award code from the originating requisition.

Field Completion

Field	Size	Description
Award Code Title	30	Protected. The interpretation of the award code from BTAB Table OC (Award Code).
Solicitation Code	2	Protected. A valid solicitation code from the originating requisition.
Solicitation Code Title	30	Protected. The interpretation of the solicitation code from BTAB Table PR (Solicitation Codes).
Completion Code	2	Protected. The completion code as found on the originating requisition.
Completion Code Title	30	Protected. The interpretation of the completion code from the BTAB Table CP (Completion Code).
Requisition Number	10	Protected. The number of the originating requisition for this order.
Contract Number	10	Protected. The number of the contract, if applicable.
Cash Discount Terms	20	Protected. Any previously negotiated cash discount payment terms would appear here.
Disc Pct	2.2	Protected. This field would reflect any pre-negotiated prompt payment discount.
Discount Period	3	Protected. The agreed upon period of time to exercise the prompt payment discount.
Net Period	3	Protected. The agreed upon period of time in which the vendor will allow the user/comptroller to pay the net amount.
Agency Req Number	10	Protected. The requisitioning agency assigned requisition number for internal control as applicable.
Vendor Selection	2	Protected. The set-aside code assigned to the solicitation that produced this order.
Vendor Selection Title	30	Protected. The interpretation of the set-aside code from BTAB Type Table SA (Set Aside Code).
Type Purchase Auth	2	Protected. The type purchase authorization carried forward from the requisition.
Type Purchase Auth Title	30	Protected. The interpretation of the type purchase authorization code from BTAB Table PA (Type Purchase Authorization).

Field Completion

Field	Size	Description
Obligation Number	10	Protected. If the order is a Manual Agency Order or a Confirming Agency Order this is the number of the encumbrance document.
New/Old Order Number	10	Protected. If this Order is copied, the latest Order Number created is placed in the first 10 positions. If this Order is a result of the copy process, the Order from which it was copied is placed in the last ten positions.
Userid Last Change	8	Protected. The userid of the person making the last change.
Date Last Changed	8	Protected. The date the last change was made.

ORD3   Order Header Table #3

```
ENTER FUNCTION: ........... TRANS:  ORD3
                                                        DATE:
ORDER TABLE #3                                          TIME:
KEY IS ORDER NUMBER                                     TERM:

ORDER NUMBER......: ..........  :
STATUS CODE.......: :
DOCUMENT TYPE.....: :
BOND CODE.........: ..    :
PERCENT...........: ... %      AMOUNT REQUIRED......: ............
BOND DUE DAYS.....: ...     RETAINAGE: ... %
DATE REQUIRED....: ........ RECEIVED.: ........  EXP: ........  RTN: ........
BOND/CHECK NUMBER.: .......... AMOUNT RECVD: ............ TREAS DTE: ........
BOND COMPANY/BANK.: ................................
BOND TYPE.........: .     :
FISCAL YEAR.......:             PRIOR FY FUNDS IND..:    FUNDS OVERRIDE:
SUB-TOTAL AMOUNT..:             FUNDS OBLIG DATE....:
TAX AMOUNT........:             QUOTE RECEIVED DATE.:
ORIG ORDER AMOUNT.:             LAST CHANGE ORDER NO:
NET CHANGE AMOUNT.:             NET ORDER AMOUNT....:
INVOICED AMOUNT...:             OPEN BALANCE AMOUNT.:
```

Purpose	The purpose of the Order Header Table #3 is to provide the user with the ability to change selected fields associated with the order header record. This screen is used primarily by the purchasing agency to produce and maintain performance bond information. Access is granted only to those orders for which the user has security access.
Screen Characteristics	Change and Inquire ORDR Table.
Procedure Cross-Reference	Chapter 2 Order Processing,
	1.8 Maintain Order Performance Bond Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If left blank on inquiry, system will return with the first order in the database.
Order Title	40	Protected. Inferred order title line 1 from the Order Table.
Status Code	3	Protected. Inferred order status from the Order Table.
Status Code Title	30	Protected. Interpretation of the status code from BTAB Table SO (Order Status Codes).
Document Type	3	Protected. Inferred order document type from the Order Table.
Document Type Title	30	Protected. Interpretation of the document type from BTAB Table DO (Order Document Type).
Bond Code	2	Unprotected. Used to indicate of a bond is required (status of the bond). Must be a valid code in BTAB Table BC (Bond Code).
Bond Code Title	30	Protected. Interpretation of bond code from BTAB Table BC.
Percent	3	Unprotected. Required if Bond Code is 2 or 3. Used to indicate the percentage of total value of order that the bond code must be provided for.
Amount Required	9.2	Unprotected. Required if Bond Code is 2 or 3. Used to indicate the dollar amount of the required bond. Entry must be equal the order amount times the bond percentage divided by one hundred.
Bond Due Days	3	Unprotected. Used to indicate the number of days after award that the required bond is due.
Retainage	3	Unprotected. Required if Bond Code is 3.
Date Required	8	Unprotected. Required if Bond Code is 2 or 3. Cannot be a date recorded in BHOL Table.

Field Completion

Field	Size	Description
Received	8	Unprotected. Required if the bond code is '2'.
Exp	8	Unprotected. Required if the Bond Code is '2'. The date expires can not be less than the date received or the user will receive an error message.
Rtn	8	Unprotected. Required only if the bond code is '4'.
Bond/Check Number	10	Unprotected. Required if the bond code is '2'.
Amount Recvd	9.2	Unprotected. Required if the bond code is '2'.
Treas Dte	8	Unprotected. Required if the bond code is '2'. Treasury date must be greater than the date received.
Bond Company/Bank	35	Unprotected. Required if the bond code is '2'.
Bond Type	1	Unprotected. Required if the bond code is '2' or '3'.
Bond Type Title	30	Protected. The interpretation of the bond Type code from BTAB Table BN (Bond Type Code).
Fiscal Year	2	Protected. The fiscal year assigned to this order.
Prior FY Funds Ind	1	Protected. A Y or N indicator which determines if prior fiscal year funds are to be used for this purchase.
Funds Override	1	Protected. A Y or N indicator which determines if this order is to be processed with or without benefit of funds encumbrance.
Sub-Total Amount	9.2	Protected. Reflects the sub-total of the order. Calculated by the program.
Funds Oblig Date	8	Protected. Reflects the date that funds were approved for this order if other than Contract Release Order.
Tax Amount	9.2	Protected. If applicable, this field represents the total amount of tax owed against this order.
Orig Order Amount	9.2	Protected. Reflects the beginning non-adjusted amount of the order.
Quote Received Date	8	Protected. Reflects the date that the quoted price was received from the vendor.
Net Change Amount	9.2	Protected. Reflects the dollar amount of all change transactions against this order.

Field Completion

Field	Size	Description
Last Change Order No	3	Protected. The latest change order number for this order.
Net Order Amount	9.2	Protected. Reflects the dollar amount of all change orders subtracted from the original order amount.
Invoiced Amount	9.2	Protected. The current dollar amount of all invoices received against this order number.
Open Balance Amount	9.2	Protected. Reflects the dollar amount of the unpaid portion for this order number.

ORD4   Order Header Table #4

```
ENTER FUNCTION: ........... TRANS:  ORD4
ORDER TABLE #4  KEY IS ORDER NUMBER    DT:         TM:           TR:
ORDER NUMBER........: ......... : ......................................
FILE NUMBER........:            : ......................................
STATUS CODE.........: ...       :                            ACCT RQD.: .
DOCUMENT TYPE.......: ...       :                            FY ROLL..: .
AGCY REQ NUMBER.....: ......... BFY:    FY: ..  CONF ORDR: .  PRNT FLAG..: .
VENDOR NUMBER......: .......... .. :
BILL TO AGY/SUB-AGY.: ...... - ...... :
SHIP TO AGY/SUB-AGY.: ...... - ...... :
CONTACT PERSON.....: ............................. PH: ... ... .... ....
DATE QUOTE RECVD....: ........    COMMODITY: ... ..  CONTRACT.: ..........
DISCOUNT TERMS......: ...................  PCT: ..... % DAYS.: ...  NET: ...
DELIVERY TERMS......: ...................  DAYS ARO: ...     WEEKS ARO: ...
PURCHASING AGENCY...: ...... :                                       FAX: .
REQUISITION AGENCY..: ...... :                               ENC STAT:
BUYER CODE..........: ...     :                                   WHIM.: .
T-NUMBER............: ..... :                               W/H CODE: ....
RECEIPT DATE.......: ....... PER PAY: . FREQUENCY: . DAY TO PAY: .. ..
BEGIN PAY DATE......: ........   END PAY DATE: ........ AUTO BATCH PAY: .
SCHED PAY DATE 1....:          SCHED PAY DATE 2:        LAST PAID:
TOTAL AMOUNT........:            TAX AMOUNT:              NO LINES:
```

Purpose

The purpose of the Order Header Table #4 is to provide the user with the ability to add, change or delete order header information. The primary function of ORD4 is to add new orders to the system by the user. All forms of orders (Contract Release Orders and Manual Agency Orders) can be added. Access is granted only to those orders for which the user has security access.

Screen Characteristics

Add, Change, Delete and Inquire ORDR Table.

Procedure Cross-Reference

Chapter 2 Order Processing;

1.1 Add Order Header Table
1.2 Change Order Header Table
1.3 Delete Order Header Table
1.4 Delete Order Header Table
1.13 Schedule Periodic Payments
6.1 Copying an Order Document

Field Completion

Field	Size	Description
Dt	8	Protected. Maintained by system. Current date.
Tm	8	Protected. Maintained by system. Current time.
Tr	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. If adding a new order then number must be 'NEXT'. If left blank on inquiry, the system will return the first order number in the database.
Title Line 1	40	Unprotected. Required. Should be used to describe the general nature of the order. If the document type is an LDO (Low Dollar Order), or the Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting.
Title Line 2	40	Unprotected. Optional. May be left blank. Used when title exceeds 40 characters of title line 1 or at the discretion of the user.
File Number	8	Protected. Displays only if a requisition having a State Purchasing file number is associated with the purchase order.
Status Code	3	Unprotected. Required. If left blank on add, system will default to 400. Status code must be changed to allow further processing of the order through the system.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Acct Rqd	1	Unprotected. Valid entries are Y or N. Default is Y. Used to indicate whether or not an order is required to be encumbered in accounting.
Document Type	3	Unprotected. Required. Must be valid entry from the BTAB Type Table DO (Document Type - Order).
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order).
FY Roll	1	Unprotected. Required "Y/N". Defaults to "Y" on add. Indicates if the accounting distribution is to be rolled to the next FY.

Field Completion

Field	Size	Description
Agcy Req Number	10	Unprotected. Optional. Any entry as appropriate for the user to identify this requirement.
BFY	2	Protected. Indicates the budget fiscal year in which the payment will be posted in the financial system.
Fiscal Yr	2	Unprotected. Required. Budget fiscal year applicable to this requirement.
Conf Ordr	1	Unprotected. Requires (Y) Yes, (N) No or (R) Record Receipt entry. Y or R builds the OREC, ORLN, OINV, OILN and OPAY records. Y will post the OREC/OINV records and build the OPAY records, and will only require the payment to be approved on OPAY. R will require the user to post the OREC records and approve the payment on OPAY. If the Print Flag is set to Y, CONFIRMING ORDER will be printed on the Order face sheet. The system generates a vendor invoice number for confirming orders.
Prnt Flag	1	Unprotected. Indicates if the user wants the order to print. Defaults to "Yes". If changed to "No", suppresses print of the order.
Vendor Number	11	Unprotected. Required if the document type is other than a contract release document type. If the document type is a Contract release Order the vendor number will be populated by the vendor number of the contract for that item inferred from the OFST record.
Vendor Name	30	Protected. The interpretation of the vendor number from the VEND table.
Bill To Agy	6	Unprotected. Required. The agency to which the invoice is to be sent.
Bill To Sub-Agy	6	Unprotected. Required. The sub-agency number to which the invoice is to be sent.
Agency Title	35	Protected. The title of the bill to agency as provided from the Agency table.
Ship To Agy	6	Unprotected. The delivery agency to which the order items will be delivered.
Ship To Sub-Agy	6	Unprotected. The delivery sub-agency number to which the order items will be delivered.
Agency Title	35	Protected. The title of the ship to agency as provided from the Agency table.
Contact Person	30	Unprotected. Required. Name of contact person for the order.

Field Completion

Field	Size	Description
Ph	14	Unprotected. Required. Phone number of contact person. Includes area code, exchange, number, and extension.
Date Quote Recvd	8	Unprotected. Required if document type is other than a contract release document type.
Commodity	5	Unprotected. Required. The primary class/sub-class of the order. By specifying the class/sub-class here at the header level does not limit the user to only this class/sub-class at the line level.
Contract	10	Protected. Displays the contract number from OFST if the order document type is a contract release.
Discount Terms	20	Unprotected. Optional. Clear text entry of cash discount terms agreed to by the vendor.
Pct	2.2	Unprotected. Optional. NOTE: If cash discount is 'NET' or 'NONE' this field must be blank or zero. If cash discount is not 'NET' or 'NONE' this field must be greater than zero.
Days (Discount Period)	3	Unprotected. Optional. NOTE: If cash discount is 'NET' or 'NONE' this field must be blank or zero. If cash discount is not 'NET' or 'NONE' this field must be populated.
Net (Period)	3	Unprotected. Optional. NOTE: If cash discount is 'NET' or 'NONE' this field must be blank or zero. If cash discount is not 'NET' or 'NONE' this field must be populated.
Delivery Terms	20	Unprotected. Optional. NOTE: If the contract number is blank this field must be populated.
Days ARO	3	Unprotected. Optional. The number of days after receipt of order that the vendor should deliver requested items. If Delivery Weeks ARO is specified then this field should be blank.
Weeks ARO	3	Unprotected. Optional. The number of weeks after receipt of order that the vendor should deliver requested items. If Delivery Days ARO is specified then this field should be blank.
Purchasing Agency	6	Unprotected. Required entry. The agency number of the agency performing the purchase function for the ordering agency.

Field Completion

Field	Size	Description
Purchasing Agency Title	35	Protected. The agency name as provided from Name the Agency table.
Fax	1	Unprotected. Defaults to "N" on add if spaces. Used to indicate if order can be faxed to the vendor.
Requisition Agency	6	Unprotected. Required entry. The agency number of the agency performing the requisition function for the ordering agency.
Requisition Agency Title	35	Protected. The agency name as provided from Name the Agency table.
Enc Stat	1	Protected. Display of the order encumbrance status from the ORDR Header record.
Buyer Code	3	Unprotected. Required. This is the buyer within the purchasing agency that is handling the order.
Buyer Name	35	Protected. The interpretation of the buyer code from the ABUY table.
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.
T-Number	5	Unprotected: Optional entry. Required for processing if order document type is a multi-vendor order. Entry must be a valid entry in BTAB Table TA (T-Number). Should be the same T-Number as on the referenced contract number.
T-Number Title	30	Protected. Inferred interpretation of T-Number code from BTAB Table TA.
W/H Code	4	Protected. Required if document is a stock request or a stock replenishment type requisition. Indicates the warehouse code location of the item in inventory.
Receipt Date	8	Unprotected. Used to enter the receipt date for LDO and "confirming" orders. Date must be valid and equal to or less than current date.
Per Pay	1	Unprotected. Optional. Used to indicate if this order is subject to periodic payments. If this indicator is Y and the related BINS indicator is Y, all required records for the receipt/invoice/payment process will automatically be created with the payment record(s) ready for approval.
Frequency	1	Unprotected. Used to indicate the frequency of periodic payments (i.e., B - Bi-Weekly, S - Semi-Monthly, M - Monthly). Must be a valid entry in BTAB Table FR (Payment Frequency Codes).

Field Completion

Field	Size	Description
Day To Pay	4	Unprotected. This entry is used to indicate the payment day within the begin and end pay date range that the payment will be processed. If bi-weekly, the first two positions will be 'MO' (Monday) - 'FR' (Friday) and the last two spaces. If semi-monthly, the first two positions will be '01' - '15' and the last two '16' - '28' or 'LA' for the last day of the month. If monthly, the first two positions will be '01' - '28' or 'LA' for the last day of the month.
Begin Pay Date	8	Unprotected. Optional entry. Used to indicate the begin date for processing of periodic payments for this order. Not required for an annual periodic payment.
End Pay Date	8	Unprotected. Optional entry. Used to indicate the end date for processing of periodic payments for this order. Not required for an annual periodic payment.
Auto Batch Pay	1	Unprotected. Optional entry. Used to indicate (Y/N) if the automatic batch payment process is to be used or not in the periodic payment process. If left blank, will default to 'N'.
Sched Pay Date 1	8	Protected. Display of the computed next scheduled payment date based on the Day to Pay and the BHOL (non-work day) Table.
Sched Pay Date 2	8	Protected. Used for Semi-Monthly processing. Display of the computed next scheduled payment date in the second half of a month based on the Day to Pay, Sched Pay Date 1 and the BHOL (non-work day) Table.
Last Paid	8	Protected. Inferred date of last payment made for periodic payment against this order.
Total Amount	9.2	Protected. Reflects the total dollar value on all lines associated with this order.
Tax Amount	9.2	Protected. If applicable, this field represents the total amount of tax owed against this order.
No. Lines	5	Protected. Displays number of order line (OLIN) records that exist for the order.

ORD5   Order Header Table #5

```
ENTER FUNCTION: .......... TRANS:  ORD5
                                                        DATE:
ORDER TABLE #5                                           TIME:
KEY IS ORDER NUMBER                                      TERM:

ORDER NUMBER........: .......... :
STATUS CODE.........:                  :
STATUS CHANGE DATE..:                          ARCHIVE ORDER: .
DOCUMENT TYPE.......:                 :
FINANCE CONTRACT #..: .......... :
NO. PAYMENT PERIODS.: ...
NO. PERIODS ENCUMB..:
FILE NUMBER.........:
SOLICITATION NUMBER.:                  :
REQUISITION NUMBER..:                  :
AGENCY REQ NUMBER...:
USERID LAST CHANGE..:
DATE LAST CHANGED...:
DELIVERY BLDG\RM....:             RESPONSIBLE ORG:       BS ACCT:
FACS P.O. NUMBER....:
```

Purpose   The purpose of the Order Header Table #5 is to provide the user with the ability to enter or
                         change information related to LEAF, 3rd Party Financing orders and archiving of orders.
                         Access is granted only to those orders for which the user has security access.

Screen
Characteristics   Change and Inquire ORDR Table.

Procedure
Cross-Reference   Chapter 2 Order Processing;

                         1.2   Change Order Header Records
                         11.1 Create Non-Encumbered Order for LEAF/3rd Party Financing
                         11.2 Create Order for Repayment of Financed Equipment
                         11.3 Process Early Buyout of Financed Equipment

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return the first order number in the database.
Title Line 1	40	Protected. Display of the Order Title line 1 from the ORDR record.
Status Code	3	Protected. Display of the Order Status Code from the ORDR record.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Status Change Date	8	Protected. Date the order status was last changed.
Archive Order	1	Unprotected. Indicates whether order should be considered for archiving. Defaults to "Y", and can only be changed by authorized userid (BAAT ARCH AUTH = Y). If not authorized, contact ISIS Help Desk to request change.
Document Type	3	Protected. Display of the document type associated with the entered Order Number.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order)
Finance Contract #	10	Unprotected. Required if document type is for a 3rd party finance agreement or a LEAF purchase. Must be a valid LEAF or 3rd Party Financing Contract in the KONT Table.
Finance Contract Title	40	Protected. Display of the contract title # 1 from the KONT record.
No. Payment Periods	3	Unprotected. Required if document type is for a 3rd party finance agreement or a LEAF purchase. Indicates the total number of payments to be made for the term of financing. If entered, must be numeric.
No. Periods Encumb	8	Protected. Display of the total number of payment periods that have been encumbered against a 3rd party finance agreement or a LEAF purchase.

Field Completion

Field	Size	Description
File Number	8	Protected. Displays only if a requisition having a State Purchasing file number is associated with the purchase order.
Solicitation Number	10	Protected. If the order was the direct result of the solicitation process, that number would be reflected here.
Solicitation Number Title	40	Protected. Display of the solicitation title line # 1 from SDOC if the order was the direct result of the solicitation process.
Requisition Number	10	Protected. The number of the originating requisition for this order.
Requisition Number Title	40	Protected. Display of the requisition title line # 1 from RQSN if the order was the direct result of the requisition/award process.
Agency Req Number	10	Unprotected. Optional. Any entry as appropriate for the user to identify this requirement.
Userid Last Change	8	Protected. The userid of the person making the last change.
Date Last Changed	8	Protected. The date the last change was made.
Delivery Bldg/Rm	10	Protected. This is the deliver to building and room number from the inventory system.
Responsible Org	4	Protected. This is the organization responsible for the replenishment request from the inventory system.
BS Acct	4	Protected. This is the balance sheet account number from the inventory system.
FACS P.O. Number	5	Protected. Display of the FACS purchase order number, created for the interface with FACS, which corresponds to the AGPS purchase order number.

ORNO   **Orders By Requisition Number**

```
ENTER FUNCTION: ........... TRANS:  ORNO
                                                        DATE:
ORDERS BY REQUISITION NUMBER TABLE                      TIME:
KEY IS REQUISITION NUMBER AND ORDER NUMBER              TERM:

REQUISITION.......: .......... :

          ORDER                           TITLE
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
```

Purpose   The purpose of the Orders by Requisition Number table is to provide the user with a list of
                     Orders and their titles from the originating requisition. Access is granted only to those
                     requisitions for which the user has security access.

Screen
Characteristics   Inquire ORDR Table.

Procedure
Cross-Reference   Chapter 2 Order Processing,

                      12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition	10	Unprotected. Key. If left blank the system will start with the first requisition in the table. If input the system will return with the requisition specified.
Requisition Title	40	Protected. An interpretation of the requisition number from the Requisition table.
Order	10	Unprotected. Key. If left blank the system will start with the first order in the database for the requisition specified. If input the system will return with the order specified.
Title	40	Protected. An title of the order number from the Order table.

OSTA   Order By Status Code

```
ENTER FUNCTION: ........... TRANS:  OSTA
                                                      DATE:
ORDERS BY STATUS CODE TABLE                           TIME:
KEY IS STATUS CODE AND ORDER NUMBER                   TERM:

STATUS CODE.........: ... :
    ORDER                        TITLE                CHANGE DATE
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
```

Purpose   The purpose of the Order by Status Code table is to provide the user with a list of orders and
                       their titles and change dates for the status code specified. Access is granted only to those
                       orders for which the user has security access.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start the order list with the smallest status code in the database. If input the system will return the list starting at the status code specified.
Status Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Order	10	Unprotected. Key. If left blank the system will start the list with the first order number for the status code specified. If input the system will return the list starting at the order number specified.
Order Title	40	Protected. The title of the order as provided from the Order table.
Change Date	8	Protected. The date the order was last changed.

OTLE   **Order By Title**

```
ENTER FUNCTION: ........... TRANS:  OTLE
                                                        DATE:
ORDERS BY TITLE TABLE                                   TIME:
KEY IS ORDER TITLE LINE 1 AND ORDER NUMBER              TERM:

ORDER TITLE LINE 1....: .......................................

   ORDER                         STATUS              CHANGE DATE
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
  ..........
```

Purpose   The purpose of the Order by Title table is to provide the user with a list of orders with title matching the one specified. The order list includes the order status and its change date. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Title Line 1	40	Unprotected. Key. Optional. If left blank, the system will return a list of orders starting with the first title in the database. If input, the list will start at the next nearest title specified.
Order	10	Unprotected. Key. Optional. If left blank the system will start the list with the first order number for the title specified. If input the system will return the list starting at the order number specified.
Status	3	Protected. The status code of the order as provided from the Order table.
Change Date	8	Protected. The date the status code was last changed.

OVNO   Orders By Vendor Number Table

```
ENTER FUNCTION: ........... TRANS:  OVNO
                                                        DATE:
ORDERS BY VENDOR NUMBER TABLE                           TIME:
KEY IS VENDOR NUMBER AND ORDER NUMBER                   TERM:

VENDOR.......: ......... .. :

          ORDER                       TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose   The purpose of the Orders by Vendor Number table is to provide the user with a list of orders
                      and their titles for the vendor specified. Should the user require further detail for a specific
                      order the user can leaf to the order table and obtain whatever detail is required, if access is
                      granted by the security feature.

**Screen
Characteristics**   Inquire ORDR Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                      12.1 Inquire Order Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor	11	Unprotected. Key. If left blank the system will start with the first vendor in the table. If input the system will return the list for the vendor number requested.
Vendor Title	40	Protected. The name of the vendor from the VEND table.
Order	10	Unprotected. Key. If left blank the system will start with the first order for the vendor indicated. If input the system will return the list starting at the order indicated.
Order Title	40	Protected. The title of the order number from the ORDR table.

OVTX   Order Vendor Text Table #1

```
ENTER FUNCTION: ........... TRANS:  OVTX
                                                      DATE:
ORDER VENDOR TEXT TABLE                                TIME:
KEY IS ORDER NUMBER AND ORDER LINE                     TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: .....
LINE STATUS........:            :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3--------4
        ......................................
        ......................................
        ......................................
        ......................................
        ......................................
        ......................................
        ......................................
        ......................................
        ......................................
```

Purpose   The purpose of the Order Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific order line. Text found here was transcribed from the requisition vendor text table and can be further edited as desired by the user. Text entered at this point will be carried forward to and printed as part of the corresponding order line. Format is free form and will be printed exactly as the user enters it here. Access is granted to those orders for which the user has security access.

Screen Characteristics   Add, Change, Delete/Insert and Inquire OVTX Table.

Procedure Cross-Reference   Chapter 2 Order Processing;

2.4 Add Order Vendor Text Table
2.5 Change Order Vendor Text Table
2.6 Delete/Insert Order Vendor Text Table
2.7 Inquire Order Vendor Text Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which vendor text will be added or viewed.
Order Title	40	Protected. The order title as provided from the Order table.
Order Line	5	Unprotected. Key. Required. Specifies the order line number for which vendor text will be added or viewed.
Line Status	3	Protected. The status for the line from the OLIN table.
Line Status Title	30	Protected. As interpreted from BTAB Table SO (Status Code - Order).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

T - Top
B - Bottom
U - Page up
D - Page down
R - Relative
 I - Insert
X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

OVT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ........... TRANS:  OVT2
                                                        DATE:
ORDER VENDOR TEXT TABLE  #2                             TIME:
KEY IS ORDER NUMBER AND ORDER LINE                     TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: .....
LINE STATUS........:           :
SCROLL ACTION......:    LINE NUMBER:      LINE TOTAL:

ACT     ---------1--------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Order Vendor Text Table #1 (OVTX). Access to this table can only be achieved by leafing from OVTX. When appropriate action has been indicated, the system will automatically return to OVTX upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert OVTX Table.

Procedure
Cross-Reference   Chapter 2 Order Processing,

2.6 Delete/Insert Order Vendor Text Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Protected. Key. Specifies the order number for which vendor text will be inserted or deleted.
Order Title	40	Protected. The order title as provided from the Order table.
Order Line	5	Protected. Key. Specifies the order line number for which vendor text will be inserted or deleted.
Line Status	3	Protected. This is the status code form the Order line table.
Line Status Title	30	Protected. The interpretation of the status from BTAB Table SO (Status Code - Order).
Scroll Action	1	Protected. Scroll action code carried forward from the OVTX screen.
Line Number	4	Protected. Used with scroll action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the OVTX screen. Any change action will cause the screen to return to OVTX with the appropriate action taken.